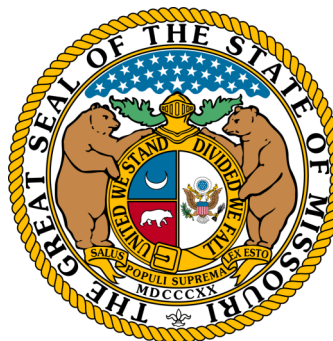# THE CJIS NEWSLETTER

Criminal Justice Information Services

11-03

Newsletter Instructions; Policy Updates and Revisions

This newsletter should be divided into several sections. One section contains the pertinent information for MULES/NCIC Operators and should be removed and placed with the *MULES/NCIC Operational Manual* for future reference. Another section contains information for Uniform Crime Reporting agency points of contact and should be removed and placed with the *Missouri Supplement to the UCR Handbook* and the *UCR Handbook*. Please ensure that all affected personnel receive an opportunity to review *The CJIS Newsletter* before it is sectioned out and placed with the designated manuals.

Mailbox Available for CJIS Newsletter Articles or Inquiries

Any Missouri criminal justice agencies that wish to submit content to the CJIS Newsletter (no editorials or commercial materials please) for distribution to the Missouri law enforcement community, please feel free to do so by emailing articles to CJISNews@mshp.dps.mo.gov. Content will be subject to approval.

Additionally, please feel free to submit any questions or comments regarding the content of the CJIS Newsletter to CJISNews@mshp.dps.mo.gov. or 573-526-6278.

CJIS Newsletter Available Online

The CJIS Newsletters are always posted online on the same date they are released. The newsletters are available on the UCR website on the 'Downloads' page at:

http://ucr.mshp.dps.mo.gov/ucr/ucrhome.nsf/downloads?openview&Count=50

Alternatively, the newsletters are also published on the CJIS Launchpad under the CJIS Documents link for MULES users.

MoDEx Counter:

Number of Agencies Registered:	170
Number of Users Registered:	1022
Number of Agencies Sharing Data:	93

For more information: http://dps.mo.gov/dir/programs/ohs/modex

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CJIS Technical Security Audits

The CJIS Security Unit began conducting IT Security Audits for all MULES and REJIS agencies on August 22, 2011. The CJIS Security Policy requires the CSA to perform triennial audits of all Criminal Justice Agencies. This audit is the initial audit to provide every agency with a baseline. The audit is based upon Version 5 of the policy.

The CJIS Security Unit staff has performed on-site audits at 33 Criminal Justice Agencies. The audits consisted of technical questions about agency policies, procedures, and the technical environment. The emphasis of the audit is to compile a baseline for the agencies in terms of information and computer security. In addition, supporting documentation, such as network diagrams, policies and procedures are being requested in order to verify an agency's compliance with the policy requirements.

If you have any questions about IT Security requirements or IT Security Audits, please contact the CJIS Security Unit at 573-526-6153 ext 2658.

MoDEx Tips and Tricks

SAVING AND SHARING QUERY HISTORIES IN COPLINK

One time-saving feature of COPLINK is the ability for a user to save their query history and to share that history with other users. Saving a history is useful when the user knows they will conduct the same query in the future, or if they wish to memorialize the query for a legal, policy or investigative reason. In this COPLINK tip, we will explore how to save a history, the various options for sharing your histories, and how to retrieve a previously saved history.

Saving a History:

A COPLINK history file can be saved in three ways:

1. When the user starts a new session without exiting the program;
2. When a user exits the program;
3. When the user selects the Save History or Save History As option from the drop down list under the File menu.

Sharing History Files:

The saved history file will default to the user ID that created it, and unless the user selects otherwise, is accessible only to that user account. In some cases, a user may wish to share their query history with others.

There are three ways in COPLINK to accomplish this:

1. Save the history file to other users by selecting the User ID from the menu that displays all users. Multiple users can be selected by holding down the <Ctrl> key while making the selections;
2. Select a group that contains the users with whom to share the history file;
3. Save to all users by checking the box next to the history file name window on the "Save History" box.

Missouri Automated Criminal History Site Phase 2 Implementation

On February 7, 2011 the Missouri State Highway Patrol implemented the first phase of the Missouri Automated Criminal History Site (MACHS) in conjunction with the Computer Projects of Illinois (CPI). The site may be accessed at www.machs.mshp.dps.mo.gov

MACHS Phase 1 allows individuals and businesses to create record check accounts. Once an account is created, users may submit the name, date of birth, and/or social security number of a person and receive all Missouri open record criminal history information related to the individual. The same $10 fee for each record check that is charged for mail-in and in-person records checks will apply online, along with a convenience charge for each request. The convenience charge is $1.00 for up to three record checks. For four or more record checks, the convenience charge is a percentage of the total transaction amount. The convenience charge is paid to a vendor for processing credit card payments.

All completed information will be sent electronically to the user's account in Adobe PDF format and can be saved or printed. The vast majority of requests made through MACHS should be completed and sent to the user within seconds. However, a small number of requests may take up to five business days to complete when Patrol employees must research a court disposition or determine whether a record is open or closed. Previously, record check requests that were mailed to the Missouri State Highway Patrol took two to four weeks to complete. As of October 15, 2011 MACHS had processed over 270,000 record checks with over 90% being returned instantly to the user's account. The first phase of MACHS was recently given the Governor's Award for Quality and Productivity within the Efficiency/Process Improvement category because of its success thus far.

With the first phase of MACHS complete, MSHP staff have turned their attention to implementing Phase 2. The second phase of MACHS will allow qualified agencies to receive fingerprint based State and FBI criminal history information online. It is anticipated that the majority of responses from applicant record checks submitted electronically from a Livescan device will be returned to the MACHS secure website within 24 hours of the fingerprints having been received by the Missouri State Highway Patrol. This process is expected to greatly enhance the turnaround time for fingerprint based criminal history searches.

Another feature of phase 2 is the capability for qualified agencies to receive RAPBACK criminal history information. The RAPBACK service will allow agencies to receive updated criminal history information on applicants if they are arrested after their initial fingerprint search is conducted. The RAPBACK service will flag an applicant's fingerprints upon the initial search and if the applicant is arrested in the future, the Missouri State Highway Patrol will automatically notify the submitting agency that updated criminal history information is available. The submitting agency will then have the option to request the updated criminal history via their MACHS account without any additional charge.

MACHS Phase 2 will be implemented by March 2012. Questions about MACHS may be directed to the Criminal Justice Information Services Division at 573-526-6153 or via e-mail at machs@mshp.dps.mo.gov.

School Safety Coordinator Training

The Missouri Center for Education Safety is offering multiple training opportunities throughout the state for school safety coordinators.

School Safety Coordinator Training 2011 is designed for persons who are designated "safety coordinators" in Missouri school districts. The event is also appropriate for School Resource Officers, any person with "safety and security responsibilities" for K-12 education--public and nonpublic, law enforcement, and other "first responders. For the 2011-2012 academic year, School Safety Coordinator Training 2011 will be available at eleven different sites throughout Missouri--during the months of September and October. Training will commence at 9:00 a.m. and conclude not later than 2:00 p.m.

The content for this event will highlight particular safety and security topics identified and recommended by a number sources. The content represents the training selected for school safety coordinators for the 2011-2012 academic year; training content for subsequent school years may, or may not, reflect the specific training content for the 2011-2012 academic term. Presenters for the event will be drawn from a number of sources, including state agencies and legal experts of the Missouri School Boards' Association. Some of the presentations may be video-based. Training content areas for the 2011-2012 academic year will be:

- The Amy Hestir Student Protection Act--Requirements for School Districts and Implications for Law Enforcement
- FERPA (the federal Family Educational Rights and Privacy Act)-- A Review, Update, and Implications for Schools and Law Enforcement
- Dynamics of Interpersonal Contacts and Techniques for De-escalating Interpersonal Conflicts
- Earthquake Preparedness

There is no charge to participants for School Safety Coordinator Training 2011. However, registration is required to attend. Registration can be completed at the Missouri Center for Education Safety website (www.moces.org) starting on August 10, 2011.

STRANGE... BUT TRUE Missouri Statute of the Month!

328.100 - Medical examinations of registered barbers.

The board may at any time require any barber to whom a certificate of registration is issued to be examined at the licensee's expense by a licensed physician to ascertain if such barber is free of infectious or contagious diseases and is not afflicted with any physical or mental ailment which would render him unfit to practice the occupation of barbering.

Securing N-DEx SIG Membership

(Replaces former application process)

Effective June 20, 2011, applying for N-DEx user access moved from a paper-based process to a web-based process. Per the FBI, "to meet the needs of our criminal justice partners, the N-DEx Program Office (PO) has streamlined access to the N-DEx system."

Prior to this change, individuals wishing to access N-DEx were required to fax an N-DEx application to the state CJIS Systems Officer (CSO). Now, new users must access the LEO Web site and establish a LEO account in order to request membership in the N-DEx Special Interest Group (SIG) to obtain N-DEx system access.

Upon approval of a LEO account, you will complete the following steps to access N-DEx:

1. At www.leo.gov enter your username and password provided to you by LEO to display the LEO Homepage.

2. Click on the SIGs tab located on the central toolbar to display the LEO SIG page.

3. Click on the Unrestricted tab to display the Unrestricted SIG page.

4. Locate and click the NDEx SIG icon to display the NDEx SIG page.

5. Click your respective state, federal, or tribal link located to the right of the N-DEx logo. Dependent upon which link is selected, a list of state, federal, or tribal sub-SIGs displays.

6. Locate your correct sub-SIG agency by selecting the beginning letter of the state, federal, or tribal name from the alphabetical listing or by scrolling down the page to your state, federal, or tribal icon. Once the icon is located, click the Request Access link to display the Request Access to N-DEx Page.

7. Read through the Membership Requirements and click either "I Meet the Criteria" or "I Do Not Meet the Criteria."

    a. If the "I Meet the Criteria" link is selected, the SIG Access Request screen displays. (Continue to Step 8)

    b. If the "I Do Not Meet the Criteria" link is selected, the state or agency sub-SIG homepage displays. You should review the Membership Requirements. If you meet the requirements, select "I Meet the Criteria." If you do not meet the requirements, you will not be permitted membership in this SIG.

8. On the SIG Access Request screen in the text field, it is mandatory for you to enter your supervisor's name and phone number and your agency's active NCIC Originating Agency Identifier (ORI) as issued by the FBI. After entering the mandatory information, click the Submit button to forward your request to the sub-SIG moderator. Upon review by the moderator, you will receive an email containing further instructions for accessing the N-DEx system.

9. Print a copy of the SIG Access Request and the acceptance email and keep in a secure location for audit purposes.

In addition to all access requests, any changes in status (i.e. name change, changing employers, etc.) must be entered at www.leo.gov and hard copies of all changes should be kept on file.

For additional questions, contact Theresa Huhn at 573-526-6141 or via email at Theresa.Huhn@mshp.dps.mo.gov.

Fast ID Pilot Program

On October 5, 2011, the Missouri State Highway Patrol, in conjunction with the state's AFIS vendor, MorphoTrak, rolled out Missouri's first Fast ID Pilot Program. This 90 day pilot will test the use of mobile identification devices out in the field, as well as the functionality of the back-end system the Patrol recently purchased in order to make this cutting edge technology possible. These handheld devices enable officers to capture fingerprints roadside and transmit them for search through AFIS. Once the search is complete, if the search resulted in a hit, demographic information stored in AFIS (name, date of birth, sex, race, and Missouri SID number) is returned to the officer's handheld device. If the search results in a no hit, a no hit message will be returned to the device. In most cases, the results are received in less than one minute.

The devices themselves are extremely versatile, in that there are many available customizations and future upgrade options in regards to the information that can be captured, transmitted, and returned. Some models are configured for a camera option, in which the officer can capture a photo which could be utilized for future facial recognition capabilities, or to store the photo locally on the device to assist the officer in identifying and differentiating between multiple records that may be on the device. For the pilot phase, only demographic information stored in AFIS will be returned to the device when a hit occurs. However, in the future, the Patrol plans to interface with the Computerized Criminal History system (to search and return wants and warrants information), the Department of Revenue (to return driver's license photos), and the FBI's Repository of Individuals of Special Concern (to search a database of known or suspected terrorists, registered sex offenders and wanted persons.)

The versatility of the devices is also demonstrated in the fact that the devices, depending on model, can be configured to connect via GPRS or cellular connection, WIFI, and Bluetooth, in conjunction with the officer's MCD. This gives officers/agencies the option of selecting the method that best meets their needs. The Patrol, in cooperation with the pilot agencies (Boone County Sheriff's Office, Columbia Police Department, and St. Louis County Police Department) are currently testing the GPRS and Bluetooth methods.

The field uses for this technology are innumerable. Some case scenarios are: roadside identification of drivers without licenses, warrant round ups, sex offender monitoring, identification of disaster victims, pre-booking identification, identification of John/Jane Does within a morgue setting, etc...

The backend system that the Patrol purchased and has in place is also, by design, extremely versatile. The server, called the FIIS server (Fast Identification Interface Server), will enable agencies throughout the state to enter into an agreement with the Patrol to utilize any mobile two-finger identification device from any vendor, as long as the interface specifications provided by MorphoTrak/the Patrol are met and are in compliance with CJIS security policy. The intent is to enable agencies to select the vendor/device that best meets the budget and needs of the agency.

The pilot is scheduled to continue through the end of 2011, with the intent for statewide availability early 2012. For questions or further information, please contact: Missouri State Highway Patrol CJIS Division - Lieutenant Steve Frisbie (Assistant Director - CJIS) at 573-522-4968 or Holly Haarmann (Senior CJIS Manager - Biometrics Services Section) at 573-526-6264.

MULES
Missouri Uniform Law Enforcement System

File with MULES/NCIC Operations Manual

Packing of Addresses & Alias Names

This is a reminder for entering addresses into MULES. Using the example of 220 West Main, the address can been entered either as 220 West Main or 220 W. Main, but do not enter both.

However, when entering a person's name into MULES John P. Smith and you have the name John Paul Smith, be sure to list John Paul Smith as an alias. If you have John Paul Smith, you do not have to list John P. Smith as an alias.

New Sex Offender Registry System Implementation

The Missouri State Highway Patrol has received Adam Walsh Implementation Grant funding to implement a new statewide sex offender registry system. Computer Projects of Illinois (CPI) has been selected to implement this system concurrent with its MULES and Criminal History System roll-outs.

CPI currently has active sex offender registry systems in the states of Idaho, Wyoming, Iowa, Kentucky, Virginia, Vermont, and Rhode Island. Similar to these states, the Missouri system will consist of a user-friendly web-based client that may be accessed by all agencies with registration responsibilities. The system will have the capability of being interfaced with signature pads, thus allowing full electronic transfer of data to the state registry without the need to mail signed documents. Offender photos may also be sent electronically through the client for inclusion on the state registry's public webpage. Lastly, Missouri State Highway Patrol and CPI staff are currently exploring ways to conduct real-time address validation on sex offender addresses entered into the system. As envisioned, this would allow registration agencies the ability to verify an offender's address against the address file of the United States Post Office in order to determine if the address provided is valid.

Activation of the new sex offender system is currently scheduled for March 2012. Questions about the system may be directed to the Criminal Justice Information Services Division at 1-800-767-6747 or via e-mail at mosor@mshp.dps.mo.gov.

MULES Trouble? Who Do You Call?

When problems with MULES arise, it can sometimes be difficult to decide who you should call. Should you call the helpdesk or can your trainer sort it out? Maybe it's an issue only Access Integrity can handle, but how do you know? Knowing the best division to contact will help you spend less time on the phone and more time handling the tasks at hand.

The first thing to remember is that if the problem is at all technical in nature, meaning it's computer related, you need to call the Information Communication and Technology Division Helpdesk. While the MULES Trainers do have some limited knowledge of computers (they use them anyway), they aren't IT specialists. This includes password issues. The trainers are not authorized to reset MULES passwords. That request should go straight to the Helpdesk. The Information Communication and Technology Division Helpdesk can be reached 24/7 at (800) 877-2897.

If you're having problems with an inquiry or entry, meaning that you are receiving error messages from the switch, MULES, NCIC, or NLETS, your first call should be to your MULES Trainer. While these problems can sometimes be the result of a technical issue, they are usually user error. Your trainer can help identify what's going wrong and if they can't help you they will be able to refer you to someone who can. Contact information for all of the MULES Trainers and their backups can be found in this newsletter. If the problem is occurring after normal business hours and you need an immediate answer, you can call your local Troop Headquarters and speak to the Communications Division personnel.

Certification problems should also be addressed by your trainer. In MULES 4, a user loses access on the day that they expire. Only your trainer can grant extensions and give advice on getting recertified.

Higher level issues such as obtaining or changing an ORI or investigations of misuse should be referred directly to the CJIS Division at (573) 526-6153.

INTERSTATE IDENTIFICATION INDEX (III) NATIONAL FINGERPRINT FILE (NFF) PROGRAM

The III/NFF Program is in its second decade of operation; however, questions still occur about the program and its operation. This publication is intended to answer those questions.

WHAT RECORDS ARE IN III?

The criminal records of over 70 million people are available. These records represent:

❖ All persons born in 1956 or later with an FBI record.
❖ Persons born prior to 1956 whose first arrest fingerprint card was submitted to the FBI on July 1, 1974, or later.
❖ Numerous older records converted to the automated system in the CJIS Division's Manual Conversion Project, as well as certain fugitives and repeat offenders.

WHAT RECORDS ARE NOT IN III?

❖ Records of individuals who have been arrested but whose fingerprint cards have not been sent to the FBI.
❖ Approximately 1.2 million older records that are in the FBI's manual files only. The CJIS Division expects to have all manual files fully automated by the first quarter of 2014.

HOW MANY STATES PARTICIPATE IN III?

Fifty-one State Identification Bureaus are responsible for providing their state's available criminal records. Agencies in all states have direct access to III information.

Revised October 2011

WHAT ABOUT FBI PARTICIPATION?

The FBI provides records of federal and foreign offenders, persons arrested in U.S. Territories, and criminal arrests that III participants are unable to provide.

FOR WHAT PURPOSES MAY III BE USED?

III may be used for official criminal justice purposes, e.g., criminal investigation, risk assessment, bond setting, charging determination, sentencing, housing application, and criminal justice employment. For agencies in those states that must comply with the background check provisions of the Brady Handgun Violence Prevention Act, the Attorney General has designated III as part of the National Instant Criminal Background Check System for firearms-related background checks. Criminal justice agencies may also use III for screening applications for other firearms-related permits, but only when a local, state, or federal law/ordinance exists making the criminal justice agency responsible for issuing the licenses/permits. Civil and criminal courts have the ability to use III for inquiry and record request purposes relating to domestic violence cases.

HOW MAY I USE III TO OBTAIN A CRIMINAL HISTORY RECORD?

To request a criminal history record, the subject's assigned FBI Number or State Identification Number (SID) must be used. These numbers may be obtained from local files when a previous fingerprint card was submitted. They may also be obtained by searching the Index. Criminal records are often received from the FBI and state files within 60 seconds of the request.

HOW DO I MAKE A III INQUIRY?

III inquiries may be made by using:

❖ FBI Number or SID. Use of either identifier limits the scope of the search and eliminates multiple record responses.
❖ Name, Sex, Race, and Date of Birth.
❖ Name, Sex, Race, Date of Birth, and Social Security Number.

Keep in mind that using these identifiers may result in multiple records with similar names and dates of birth.

A positive identification may be made only by comparing fingerprints. Professional judgment must be used to associate records with individuals based solely on names and descriptors.

WHAT USES OF III ARE PROHIBITED?

Any noncriminal justice use of the records is generally prohibited. The only exception is when an applicant fingerprint card is identified with a record by the FBI or a State Bureau of Identification for an authorized purpose.

WHY NOT JUST REQUEST AN FBI IDENTIFICATION RECORD?

III record responses contain as much or more information than the FBI Identification Records.

Also, getting information via III is quicker. The III Program is an on-line, real-time program, and records are constantly being updated; therefore, record information can change at any time. CAUTION: USE ONLY CURRENT RECORDS

MAY I USE A FACSIMILE MACHINE TO TRANSMIT CRIMINAL HISTORY RECORDS?

Yes, providing that both agencies involved have a National Crime Information Center Originating Agency Identifier authorized to receive criminal history information. Not all facsimile machines are monitored continually, so it is important to notify the receiving agency by telephone prior to transmitting the information. This notification ensures proper retrieval of information and serves to verify the authenticity of the receiving agency.

WHAT IS THE NFF CONCEPT OF III?

An NFF participant is a III participating state that has signed an agreement to provide its criminal history records for all authorized uses, including noncriminal justice licensing and employment purposes. An NFF state submits a single fingerprint card for each offender to the FBI to identify the offender at the national level. Arrest fingerprint cards for subsequent arrests are used by the state to update its own records. Thus, only those criminal fingerprint cards that a state is unable to identify will be forwarded to the FBI. Final disposition reports and expungement orders will no longer be forwarded to the FBI for these records.

RECORD-PROVIDING PARTICIPANTS

Alabama	Illinois	Montana*	Rhode Island
Alaska	Indiana	Nebraska	South Carolina
Arizona	Iowa	Nevada	South Dakota
Arkansas	Kansas*	New Hampshire	Tennessee*
California	Kentucky	New Jersey*	Texas
Colorado*	Louisiana	New Mexico	Utah
Connecticut	Maine	New York	Vermont
Delaware	Maryland*	North Carolina*	Virginia
District of Columbia	Massachusetts	North Dakota	Washington
Florida*	Michigan	Ohio	West Virginia
Georgia*	Minnesota*	Oklahoma*	Wisconsin
Hawaii*	Mississippi	Oregon*	Wyoming*
Idaho*	Missouri	Pennsylvania	*III/NFF Participating States

Municipal Prisoners and Jail Escapes

Chapter 221, RSMo, was recently amended to include the new statute 221.503, which provides:

1. As soon as reasonably possible, but in no case more than five hours after a person who has been convicted of a dangerous felony or who is being held on suspicion of having committed a dangerous felony has escaped from a municipal detention facility, county jail, regional jail, or private jail, the chief law enforcement official responsible for such jail or detention facility or the chief administrator in the case of a private jail shall cause notification of the escape to be made to the Missouri uniform law enforcement system (MULES).

2. The notification required by this section shall include the name of the escaped individual, any facts relevant to identifying the escaped individual, including but not limited to, a physical description, a photograph or video of such individual, a description of any mode of transportation such individual is believed to be using, and a description of any person believed to be assisting such person in the escape, if any. The notification shall also include the crimes for which the person was incarcerated in the jail or detention facility and contact information for the jail or detention facility which can be used by any person to report any information concerning the whereabouts of the escaped person.

Don't Forget the DPO

The DPO transaction is used to add service information to Order of Protection records in MULES. If your agency handles Orders of Protection, you hopefully are very familiar with this transaction. It has come to our attention however, that many agencies have moved away from the DPO and now send a teletype message or place a phone call to advise entering agencies that officers have served an Order of Protection. This should not be the case. Any agency can add service information to an existing Order of Protection. Please note that this transaction does not have to be completed by the entering agency.

While a teletype or phone call does inform the entering agency of service, it will not be of any use to any other law enforcement agency. Using the DPO will add information regarding the service of the record, including the officer who served the order and any pertinent information about the contact. Any officer who contacts the individuals involved in the future will be able to see this information.

The DPO is also the only transaction that will trigger notification of the protected party via the VINE System (Victim Information and Notification Everyday). The hours immediately following service of an Order of Protection can be the most dangerous for the protected individual. The VINE system provides real time notification of service to those parties.

Once your agency serves an Order of Protection, the DPO transaction should always be completed *regardless of whether or not your agency entered the original order*. It is a simple, single screen transaction that can be essential to your fellow law enforcement workers and the victims of violence.

MULES Trainer Backup Information

      You've probably had one of those days when you had a question and couldn't find your MULES Trainer. Email and phone messages are an option, but when an entry is being delayed you need an answer quick. All of the MULES Trainers make an effort to back one another up, but it's been decided that each trainer should have a designated backup trainer, so that when those situations arise, the local user will know exactly who to call. The Trainers are all listed below along with their assigned backup. Whenever your Troop Trainer isn't around, make the backup your next call and hopefully you won't have to wait for the help you need.

Troop A:
Jason Murray (816) 622-0707 ext. 252   jason.murray@mshp.dps.mo.gov
Backup: DD Koopman

Troop B:
DD Koopman (816) 387-2344 ext. 226   dilniya.koopman@mshp.dps.mo.gov
Backup: Chris Parr

Troop C:
Patrick Woods (636) 300-2800 ext. 3348   patrick.woods@mshp.dps.mo.gov
Backup: Angie Capps

Troop D:
Shannon Peirce   (417) 753-3601   shannon.peirce@mshp.dps.mo.gov
Backup: Sam Tuck

Troop E:
Sam Tuck   (417) 469-0076   sam.tuck@mshp.dps.mo.gov
Backup: Shannon Peirce

Troop F:
Chris Parr   (573) 751-1000 ext. 230   christopher.parr@mshp.dps.mo.gov
Backup: Angie Capps

Troop G:
Sam Tuck   (417) 469-0076   sam.tuck@mshp.dps.mo.gov
Backup: Shannon Peirce

Troop H:
DD Koopman (816) 387-2344 ext. 226   dilniya.koopman@mshp.dps.mo.gov
Backup: Jason Murray

Troop I:
Angie Capps   (573) 526-6153 ext. 2774   angela.capps@mshp.dps.mo.gov
Backup: Chris Parr

TAC Corner

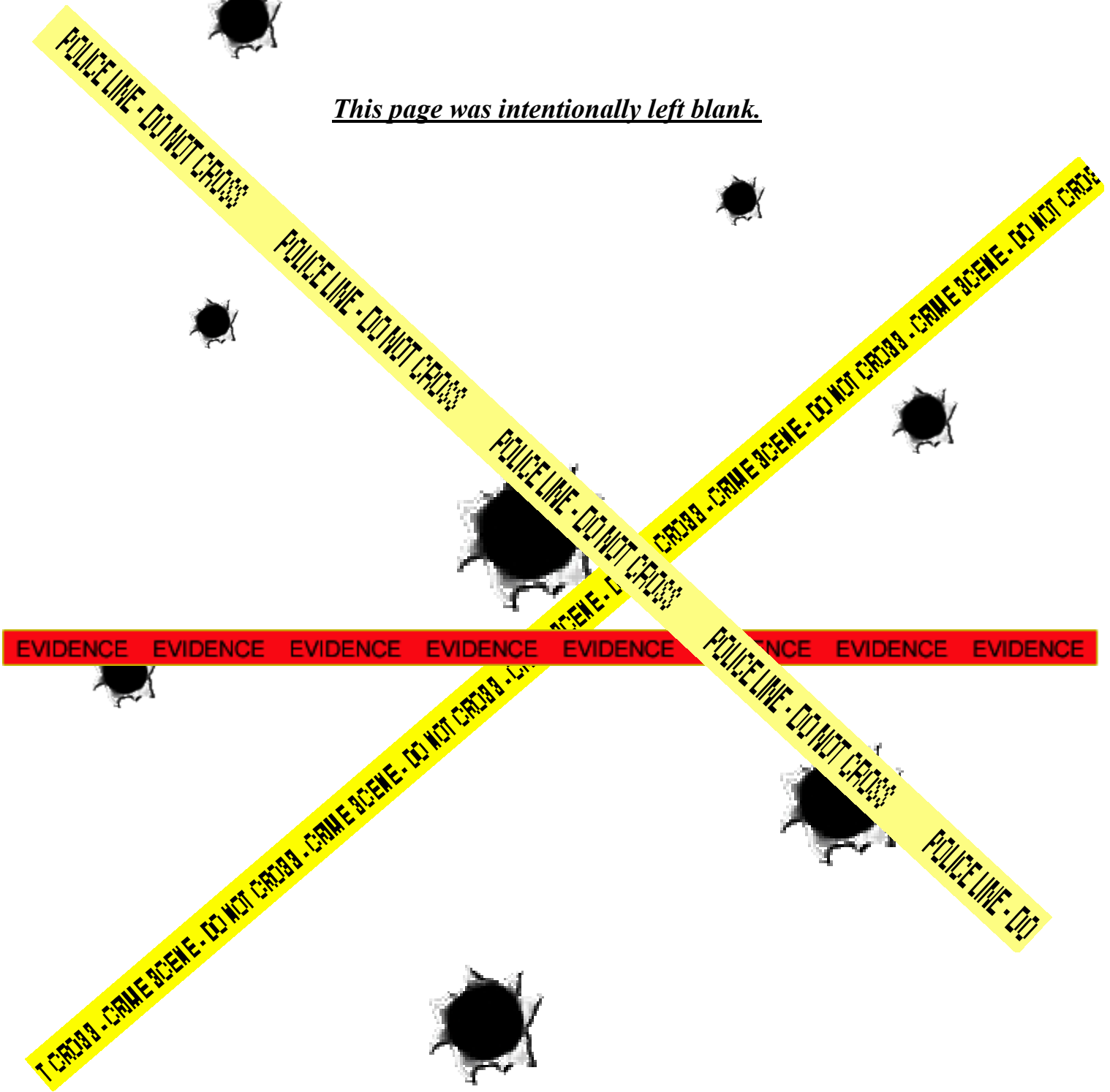## MULES 4 - Quick Query & Keyboard Reference Guide

Quick Query Keys and Formats

Key	Transaction Command	Line Format	Example
F2	QVR by LIC	LIC.LIY.LIT.LIS	123ABC.2012.PC.MO
F3	QVR by VIN	VIN.VYR.VMA	1J4GW48N24C352743.2004.JEEP
F4	QWRT by NAM	NAM.DOB.SEX.RAC.OLS	LAST, FIRST M.19501201.M.W.TX
F5	QWRT by SHP	SHP	101201-123456
F6	QWRT by NIC	NIC	W12345678
F7	QWRT by OLN	OLN.OLS	L1122334455.TX
F8	DLB1 by NAM	LNM.FNM.MNM.NREC	LAST.FIRST.MIDDLE.99
F9	GR60 by NAM	NAM.NREC	LAST FIRST.99
F10	QOR by ORI	ORI	MOMHP0000
Ctrl-F10	QOR by TERMID	TERMID	CCMO

Keyboard Shortcuts

Key	
Ctrl-I	Go to Inbox folder
Ctrl-Q	Go to Quick Query Bar
Ctrl-O	Go to Forms Tree
Ctrl-S	Move selected message(s) to Save folder
Ctrl-R	Reply to selected message
Ctrl-P	Print selected message
Ctrl-*Click*	Select multiple messages
Shift-*Click*	Select a range of messages
Ctrl-S	Store all fields on form
Ctrl-G	Paste (get) all fields from last form
F12	Lock Messenger Program

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UCR
Uniform Crime Reporting

Cargo Theft and Human Trafficking Update

The FBI is currently collecting Cargo Theft on a national level. However, Missouri will not be collecting and submitting Cargo Theft data in 2011 or 2012, but will look toward reporting Cargo Theft in 2013 once the FBI completes all Summary and NIBRS forms and technical specifications. Once that decision is made, Cargo Theft training sessions and a revised specification manual and training will be provided by the MoUCR Program. Missouri will be collecting and submitting Human Trafficking data effective January 1, 2013. The new Part I offenses of **Human Trafficking –Commercial Sex Acts** and **Human Trafficking-Involuntary Servitude**, as well as the Part II offense of **Purchasing Prostitution,** will need to be added to all Summary UCR and NIBRS systems/forms by 2013.

Changing ASR Tables Selections on the UCR Website

Recently there have been several UCR 18 and Over Age, Sex, Race of Persons Arrested and Under 18 Age, Sex, Race of Persons Arrested forms submitted with offense field(s) selected but no arrest data in them. This has caused the monthly UCR report to be rejected. In turn the Regional CJIS Trainer/Auditor has had to contact the agency to see if the offense field(s) should have had arrest data.

To ensure that correct data is submitted and more importantly, UCR returns are submitted and approved per RSMo 43.505, the Missouri Uniform Crime Reporting Law. DO NOT submit the arrest form with any zero filled offense fields. These fields must be hidden.

Use of the Comment Section of the Return A

To help the UCR Program Office better serve local agencies and to keep an agency's return from being questioned and/or rejected, the UCR Program Office asks that agencies utilize the "Comment Section" of their Return A on the UCR website. The Comment Section should be used when an agency is reporting unusual data to the program office. This will help answer any questions the program office or more importantly, the FBI, may have about the data. The comment section is used by the UCR Program Office to explain rejection of and modification to an agency's UCR. This section is there for agencies to utilize as well. Comments made by an agency will not prevent future comments from being added.

Law Enforcement Employee Counts

Each year, the MoUCR Program Office is required by the FBI to retrieve the number of FULL-TIME male and female sworn law enforcement and FULL-TIME male and female civilian staff that are employed by every UCR reporting agency. This data is primarily collected via the Law Enforcement Employees Report (LEER) that is completed in November of each year and submitted with your October UCR report. This form will automatically appear when you are completing your October 2011 UCR Report on the UCR Website. However, all certified MIBRS and Summary hard-copy reporting agencies will have to mail or fax in their completed LEER to the MoUCR Program Office or, at least, provide your LEER totals to your Regional UCR Trainer. Please note that these totals must be submitted by November 28, 2011.

MIBRS Certification

The Missouri UCR Program Office would like to extend Congratulations to the following agencies, which are Missouri Incident Based Reporting System (MIBRS) Certified:

Grain Valley Police Department
Chillicothe Police Department
Emma Police Department
Blackburn Police Department
Alma Police Department
Wellington Police Department
Corder Police Department
Merriam Woods Police Department
Sturgeon Police Department

Oak Grove Police Department
Pilot Knob Police Department
Ste Genevieve County Sheriff's Office
St. Peters Police Department
Laclede County Sheriff's Office
Kansas City Police Department
Lake Lotawana Police Department
Joplin Police Department
Gladstone Police Department

The following agencies are currently working toward MIBRS Certification:

Smithville Police Department   St. Charles Police Department

The Missouri UCR Program began MIBRS certification of agencies on February 1, 2006. There are several points to remember regarding MIBRS Certification:
- The transition to incident-based reporting is voluntary, not mandatory.
- Any agency choosing to convert from summary UCR reporting to incident-based reporting must first be certified to ensure the quality of their crime data.
- During the certification process, agencies will be required to submit summary UCR reports.
- Once certified by the state program, summary UCR reporting will no longer be required as the incident-based data received from that agency will be converted to summary by the state.
- Repository specifications for the submission files are available upon request or can be accessed via the UCR website "Downloads" link.

More information on agency MIBRS certification is available upon request by contacting the CJIS Division, at (573) 526-6278.

UCR Quality Assurance Reviews

Since the 11-02 *CJIS Newsletter*, the following agencies received letters of commendation from the Director of the Missouri State Highway Patrol's CJIS Division for outstanding performance and findings (100%) upon completion of their Missouri UCR Quality Assurance Review:

East Lynne Police Department
Washington Police Department
Jackson Police Department
Gower Police Department
Cabool Police Department
Sullivan Police Department
Exeter Police Department
Viburnum Police Department

Seligman Police Department
Butterfield Police Department
Eldon Police Department
Milan Police Department
Brookfield Police Department
Sedalia Police Department
Marshall Police Department
Benton County Sheriff's Office

Since the 11-02 *CJIS Newsletter*, the following agencies received a compliance rating in the 90 to 99% range upon completion of their Missouri UCR Quality Assurance Review. While these agencies did not receive the Director's letter, they deserve special recognition for a job well done:

Scotland County Sheriff's Office
Charleston Department of Public Safety
Mexico Police Department
De Soto Police Department
Troy Police Department
Rosebud Police Department
La Monte Police Department
Lake Lotawana Police Department
Knob Noster Police Department
Terre Du Lac Police Department
Waverly Police Department
Platte County Sheriff's Office
La Plata Police Department

Independence Police Department
Salem Police Department
Tracy Police Department
Shannon County Sheriff's Office
Putnam County Sheriff's Office
Lady Luck Casino
Branson West Police Department
Lake Waukomis Police Department
Savannah Police Department
St. Joseph Police Department
Palmyra Police Department
Trenton Police Department
Pulaski County Sheriff's Office

One third of all independently reporting law enforcement agencies are reviewed each year. Cycle 2 ended on December 31, 2009, and cycle 3 will run from January 1, 2010 through December 31, 2012.

Domestic Violence Reporting

For the first time since the 1970's, changes have been made to domestic violence laws in Missouri. On August 28, 2011, Senate Bill 320 was passed by the Missouri General Assembly, prompting numerous changes. These changes include a Missouri standardized definition of domestic violence, as well as the requirement for law enforcement to report a new 8th domestic violence relationship category on the UCR Domestic Violence Incident Form: _Persons who are or have been in a continuing social relationship of a romantic or intimate nature._ This new domestic violence relationship category now allows the collection and analysis of DV incident data when the incident involved persons who are not married or do not reside together, but are or have been in some form of a social/dating relationship. In summary, DV incidents between boyfriend/girlfriend, boyfriend/boyfriend, or girlfriend/girlfriend of any age can now be included on the MoUCR Domestic Violence Incident Form.

Hate Crime Reporting

For the first time in the existence of the MO Uniform Crime Reporting Program, the state of Missouri has analyzed and published data on Missouri hate crimes. A collaboration between the Missouri UCR Program and the Missouri Statistical Analysis Center, the _2010 Missouri Hate Crime Report_ is a study of Hate Crime incidents reported by state, county, and local law enforcement agencies in Missouri. This report also includes additional trend analysis of 2008 and 2009 hate crime data, as well as 18 tables which provide a visual breakdown of the incidents, victims, offenders, locations, and bias motivations examined.

Major findings of the _2010 Missouri Hate Crime Report_ include:

- There were a total of 126 hate crime incidents reported in 2010, an increase of 28.5% from 2009 (98) and 2008 (98).
- 31 Missouri law enforcement agencies, located across 17 counties, reported at least one hate crime incident.
- Hate crimes were committed against 155 victims by 157 known offenders.
- Hate crimes were most frequently committed against Individuals (90.4%).
- The most frequently reported offenses were intimidation (28.5%), property damage/vandalism (24.6%), and simple assault (23%).
- Hate crimes were most frequently committed at a residence (35%), on a highway/road/alley/street (20%), or at a school/college (13%).
- The most frequently reported bias motivations were race (65.8%) and sexual orientation (18.2%).
- Anti-Black was the bias motivation reported in 64.7% of all anti-racial hate crimes, with Anti-Male Homosexuality reported in 52.1% of all anti-sexual orientation hate crimes.

This publication is currently undergoing final approval by MSHP Command Staff and will soon be available on the following website.
http://www.mshp.dps.missouri.gov/MSHPWeb/SAC/publication_crime_960grid.html

Changing UCR Forms Selection in the UCR Website

The MoUCR Program is receiving an increased number of zero-filled Under 18 ASR Forms, Over 18 ASR forms, LEOKA forms, and Domestic Violence forms on the MoUCR Website. When a monthly report contains one or several zero-filled forms, the UCR Program Office questions whether data should have actually been submitted on the form. This usually causes that monthly UCR report to be rejected. The Regional CJIS Trainer/Auditor then must contact the agency to see if there should have been data entered on the form. In most cases, the form was submitted by mistake.

To ensure that only the correct data is submitted and your UCR Reports are not rejected, please remember that the only required forms to be submitted each month are the Return A, the Supplement to Return A (Property Form), and the Arson form—whether there is data to report or not. The other UCR forms are to be submitted **if and only if** there is any available data to report for that month. When a form is selected by mistake, DO NOT create/submit the form by zero filling it.

Proper Use of the Law Enforcement Officer Killed or Assaulted (LEOKA) Form

The Federal Bureau of Investigation (FBI) has recently questioned some UCR LEOKA data submitted by the MoUCR Program Office. Please note that if your agency reports an officer assaulted on the LEOKA form by hands/feet/fist with injury, but no Aggravated Assaults by hands/feet/fist are listed on the Return A, we recommend that you include a brief description of the LEOKA incident in the Comment Section of the Return A. In most cases, the agency is correct by selecting a Simple Assault offense due to lack of a weapon and the minor injury to the officer. However, these incidents are questioned by the FBI and an agency comment usually ends any confusion. Secondly, a number of agencies have recently reported officers being killed in the line of duty, but not including any homicide information on the Return A or the Supplemental Homicide Report. Upon our investigation, these officer deaths are actually incorrectly reported officer assaults. This is not data that the state of Missouri wants to report incorrectly to the FBI! Additionally, all assaults and/or homicides shown as cleared on the LEOKA form (Column M) should also be marked as cleared on the Return A.

Remember that the LEOKA form is only to be submitted if an officer is assaulted or killed in the line of duty for the month reported. Whether assaulted or killed in the line of duty, additional forms may be required. If assaulted, the assault must be reported on the Return A as well. If an officer is killed in the line of duty, then the Murder, Non-Negligent Homicide or Manslaughter by Negligence must be reported on the Return A and the Supplemental Homicide Report form. Please keep in mind that your LEOKA Report is possessive, meaning that if it is your officer that is injured or killed, you would report that on your LEOKA, no matter where the assault took place. If your officer is assaulted while working in an official capacity, but outside your jurisdiction, it would not be placed on your Return-A, but would still be put on your LEOKA Form.

NIBRS Offense Coding Scenarios—Computer Crimes

Issue #1: How would you code internet crimes with the solicitation of minors?

Scenario: A law enforcement officer creates a profile in an on-line chat program posing as a juvenile. Communication is initiated from a second party to the officer and the undercover officer is asked to meet for a sexual act. Officers go to the set time and place and arrest an adult male. Solicitation to commit a felony and enticement are always reported as a "90Z – All Other Offenses"

Issue #2: How would you code an incident where a victim opened an email with a virus that destroyed files on their computer and damaged the operating system?

Scenario: A citizen opened an email from a person they did not know. It had an attachment that they clicked on. The attachment happened to be a virus that caused substantial damage to their computer. This offense would be coded as a "290 – Destruction/Damage/Vandalism of Property". The unknown offender willfully/maliciously destroyed and damaged another person's computer.

Issue #3: How would you code an incident where an employee stole proprietary information via their computer?

Scenario: An employee stole proprietary information and sold the information. This offense would be coded as "270 – Embezzlement" if the employee stole the information from the company at which they were employed. However, if they stole the information from another company, one they did not work at, and sold the information it would then be coded as a "23H – Larceny/Theft Offenses – All Other Larceny".

NOTE: Be sure to select "Computer Equipment" in the Offense Segment for the data element "Offender Suspected of Using".

Reference*: NIBRS Volume I: Data Collection Guideline; Scenario #1: How to Classify Offenses of General Applicability – Solicitation to Commit, page 39 and Solicitation to Commit Felony, page 50. Scenario #2: Destruction/Damage/Vandalism of Property, page 25. Scenario #3: Embezzlement, page 26 and All Other Larceny, page 31. Commit Felony, page 50. Scenario #2: Destruction/Damage/Vandalism of Property, page 25. Scenario #3: Embezzlement, page 26 and All Other Larceny, page 31.*